United Nations ST/SGB/2004/12

Secretariat

11 August 2004

Secretary-General's bulletin

Organization of the Department for Disarmament Affairs

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and in line with new mandates derived from the General Assembly, as well as for the purpose of streamlining the organizational structure of the Department for Disarmament Affairs, promulgates the following:

Section 1
General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations".

Section 2
Functions and organization

2.1 The Department for Disarmament Affairs:

(a) Advises and assists the Secretary-General in the discharge of his or her responsibilities under the Charter of the United Nations and the mandates given by the General Assembly, the Security Council and other organs of the United Nations system, in the area of disarmament and related security matters, and represents him or her as required;

(b) Advises and assists the Secretary-General in the discharge of the substantive responsibilities entrusted to him or her by multilateral disarmament agreements;

(c) Identifies emerging issues and challenges, analyses their implications for the role of the United Nations in the maintenance of international peace and security and makes recommendations to the Secretary-General on possible strategies and measures related to arms control and disarmament;

(d) Assists Member States in multilateral disarmament negotiation and deliberation activities aimed at the creation of disarmament norms and agreements, as well as in promoting, strengthening and consolidating such norms and agreements in all the fields of disarmament;

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(e) Provides substantive organizational support to the First Committee, the Disarmament Commission and other subsidiary bodies of the General Assembly, the Conference on Disarmament and its subsidiary bodies, review conferences and other meetings of States parties to multilateral disarmament agreements, and expert groups mandated by the General Assembly;

(f) Promotes and supports multilateral efforts on disarmament and the non-proliferation of weapons of mass destruction, in particular nuclear weapons, including global efforts against terrorism and, to that end, cooperates with relevant organizations and specialized agencies within the United Nations system, as well as with other intergovernmental organizations;

(g) Promotes and supports disarmament efforts in the field of conventional weapons, including landmines, in particular with regard to curbing the illicit proliferation, the destabilizing and excessive accumulation, and the illicit trafficking and manufacture of small arms and light weapons, and provides substantive support and expertise for the establishment of regional moratoriums on the acquisition, production and transfer of small arms and other conventional weapons;

(h) Acts as the focal point of the coordinating action on small arms mechanism in the United Nations Secretariat, as well as for funds and programmes;

(i) Provides substantive expertise regarding disarmament and confidence-building measures in the conflict-prevention and post-conflict peace-building efforts of the United Nations system, including supporting the development and implementation of practical disarmament measures at the request of Member States;

(j) Promotes openness and transparency in military matters through verification and confidence-building measures;

(k) Promotes regional approaches to disarmament and security through, inter alia, the regional centres for peace and disarmament;

(l) Maintains an information programme, including a disarmament database, monitors developments and trends in the field of disarmament and disseminates information electronically as well as through publications and other outreach activities;

(m) Interacts with permanent missions, non-governmental organizations, academic institutions, such as universities, colleges and research institutes, individuals active in the field of disarmament and the general public, and cooperates with organizations and bodies of the United Nations system, including the United Nations Institute for Disarmament Research and other intergovernmental organizations and specialized agencies;

(n) Administers the United Nations disarmament fellowship, training and advisory services programme;

(o) Promotes the Department's gender-related policies and implements its gender mainstreaming action plan.

2.2 The Department is divided into organizational units, as described in the present bulletin.

2.3 The Department is headed by the Under-Secretary-General for Disarmament Affairs. The Under-Secretary-General and the officials in charge of each

organizational unit, in addition to the specific functions set out in the present bulletin, perform the general functions applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5.

Section 3
Under-Secretary-General for Disarmament Affairs

3.1 The Under-Secretary-General for Disarmament Affairs is accountable to the Secretary-General.

3.2 The Under-Secretary-General:

(a) Is responsible for all the activities of the Department as well as its administration;

(b) Provides the Secretary-General with advice and support on all arms control, disarmament and related security matters and, in that respect, represents the Secretary-General, as required;

(c) Provides authoritative analysis and assessment of developments in the field of disarmament and international security for policy guidance and decision-making purposes;

(d) Represents the Department in the meetings of the Senior Management Group, the Steering Committee on Reform and the Executive Committee on Peace and Security, and acts as the focal point between the Secretariat and Member States for information on all arms control, disarmament and related security matters.

Section 4
Director and Deputy to the Under-Secretary-General for Disarmament Affairs

4.1 The Under-Secretary-General for Disarmament Affairs, in the performance of his or her activities, is assisted by a Director, who acts as Deputy of the Department in his or her absence.

4.2 The Director and Deputy are responsible for:

(a) Providing support to the Under-Secretary-General on executive direction and management of the Department;

(b) Ensuring efficient coordination and the delivery of the programmatic mandates of the Department; and

(c) Advising the Under-Secretary-General and making recommendations on all substantive, organizational, administrative, personnel and budgetary matters.

Section 5
Office of the Under-Secretary-General

5.1 The Office of the Under-Secretary-General for Disarmament Affairs comprises the immediate office of the Under-Secretary-General, the Office of the Director and Deputy to the Under-Secretary-General and the Executive Office.

5.2 The core functions of the Office are as follows:

(a) Monitoring the implementation of the work plan of the Department;

(b) Advising the Under-Secretary-General on departmental policies and guidelines and dealing with specific policy and management issues and problems;

(c) Preparing reports and notes on political and managerial issues for consideration by the Under-Secretary-General;

(d) Acting as the focal point for information on all aspects of the work of the Department;

(e) Coordinating interdepartmental activities and undertaking the necessary follow-up;

(f) Consulting, negotiating and coordinating with other departments, offices, funds and programmes on matters of mutual concern;

(g) Representing or arranging for representation of the Department at appropriate meetings;

(h) Advising the Under-Secretary-General on all substantive, organizational, administrative, personnel and budgetary matters and assisting him or her in promoting economy and efficiency in the work of the Department.

5.3 The Executive Office is headed by an Executive Officer who is accountable to the Under-Secretary-General through the Director and Deputy to the Under-Secretary-General.

5.4 The core functions of the Executive Office are set out in section 7 of the Secretary-General's bulletin ST/SGB/1997/5. In addition, the Executive Office administers the extrabudgetary trust funds of the Department.

Section 6
Branches

There are five branches of the Department for Disarmament Affairs:

(a) The Conference on Disarmament Secretariat and Conference Support Branch, located in Geneva;

(b) The Weapons of Mass Destruction Branch;

(c) The Conventional Arms (including practical disarmament measures) Branch;

(d) The Monitoring, Database and Information Branch;

(e) The Regional Disarmament Branch, comprising:

(i) The Regional Activities Unit in New York;

(ii) The Regional Centre for Peace and Disarmament in Africa;

(iii) The Regional Centre for Peace and Disarmament in Asia and the Pacific;

(iv) The Regional Centre for Peace, Disarmament and Development in Latin America and the Caribbean.

Section 7
Conference on Disarmament Secretariat and Conference Support Branch

7.1 The Conference on Disarmament Secretariat and Conference Support Branch, located in Geneva, is headed by a Director who is accountable to the Under-Secretary-General. The Director serves concurrently as the Deputy Secretary-General of the Conference on Disarmament.

7.2 The core functions of the Conference on Disarmament Secretariat and Conference Support Branch are as follows:

(a) Providing secretariat, administrative and substantive support to the Conference on Disarmament and its subsidiary bodies in accordance with the Conference's rules of procedures;

(b) Assisting the Secretary-General of the Conference on Disarmament and the Personal Representative of the Secretary-General of the Conference on Disarmament in the performance of their functions;

(c) Preparing periodic political assessments for the Secretary-General of the United Nations on issues under negotiation, and other relevant developments, related to the Conference on Disarmament;

(d) Providing political assessments, as well as advice on the procedures and practices of the Conference on Disarmament to the successive presidents of the Conference on Disarmament and to the chairmen of its subsidiary bodies;

(e) Preparing and maintaining the official records and other documentation of the Conference on Disarmament;

(f) Providing secretariat, organizational, administrative and substantive support to review conferences and other meetings of States parties to multilateral arms control and disarmament agreements and to treaty-making conferences, groups of experts and other disarmament meetings held in Geneva, as well as providing political assessments and advice to the chairmen and bureaux of such meetings in relation to the planning, organizing and conduct of work of their sessions;

(g) Preparing and providing the required documentation, including background papers, and compilations for the review conferences and other meetings of States parties to multilateral disarmament and arms control agreements, as well as for treaty-making conferences, groups of experts and other disarmament meetings held in Geneva;

(h) Following up the decisions of review conferences and other meetings of States parties to multilateral disarmament and arms control agreements, as well as of treaty-making conferences, groups of experts and other disarmament meetings held in Geneva;

(i) Acting as the focal point in Geneva for landmines issues, including maintaining a database on anti-personnel landmines;

(j) Acting as the focal point in Geneva for issues related to small arms and light weapons;

(k) Managing and overseeing the implementation of the United Nations disarmament fellowship, training and advisory services programme;

(l) Maintaining a reference library of documentation relating to disarmament and international security as well as of specialized literature on armaments and disarmament for use by permanent missions, delegations to the Conference on Disarmament, academic institutions, non-governmental organizations and the public in general.

Section 8
Weapons of Mass Destruction Branch

8.1 The Weapons of Mass Destruction Branch is headed by a Chief who is accountable to the Under-Secretary-General through the Director and Deputy to the Under-Secretary-General.

8.2 The core functions of the Branch are as follows:

(a) Providing substantive support for the role of the United Nations in the area of weapons of mass destruction, in particular nuclear weapons, in accordance with the agreed priorities of Member States;

(b) Assisting and supporting Member States in their negotiations, deliberations and consensus-building in the area of weapons of mass destruction by providing substantive support to the subsidiary organs and working groups of the General Assembly;

(c) Assisting Member States, at their request, in their endeavours in the area of disarmament and non-proliferation, including global efforts against terrorism;

(d) Providing substantive, organizational, administrative and secretariat support to review conferences and other meetings relating to existing disarmament and non-proliferation treaties pertaining to weapons of mass destruction, including advising and assisting the chairmen and bureaux of those meetings in the planning, organizing and conduct of work of the sessions, and preparing background documentation, as requested;

(e) Assisting States parties to disarmament and non-proliferation treaties, at their request, in the follow-up to decisions and recommendations of preparatory committees, review conferences and other treaty-based meetings;

(f) Contributing to the strengthening and consolidation of existing treaties relating to weapons of mass destruction, in particular nuclear weapons, by assisting and supporting States parties to such treaties, as well as other interested States, at their request, in their efforts to achieve the full implementation and universalization of these treaties;

(g) Monitoring and analysing current and future trends in the area of weapons of mass destruction and their means of delivery, and maintaining a web page containing relevant information with a view to providing Member States with timely and accurate information;

(h) Preparing political assessments, research papers, compilations, background materials, briefs and statements for the Secretary-General on the subject of weapons of mass destruction;

(i) Carrying out the functions assigned to the Department through the Secretary-General's role, other than as depositary, under conventions and

agreements on weapons of mass destruction, including the provision of support for fact-finding missions;

(j) Providing substantive support to meetings convened to promote additional legal instruments in the area of weapons of mass destruction;

(k) Maintaining close cooperation with the International Atomic Energy Agency, the Organization for the Prohibition of Chemical Weapons and the Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization, as well as with research and academic institutions and non-governmental organizations working in the area of weapons of mass destruction.

Section 9
Conventional Arms (including practical disarmament measures) Branch

9.1 The Conventional Arms (including practical disarmament measures) Branch is headed by a Chief who is accountable to the Under-Secretary-General through the Director and Deputy to the Under-Secretary-General.

9.2 The core functions of the Branch are as follows:

(a) Providing substantive support for the role of the United Nations in preventing the proliferation of conventional arms;

(b) Facilitating the negotiation and adoption of international agreements in the field of conventional arms;

(c) Supporting the implementation of the Programme of Action to Prevent, Combat and Eradicate the Illicit Trade in Small Arms and Light Weapons in All Its Aspects, adopted by the United Nations Conference on the Illicit Trade in Small Arms and Light Weapons in All Its Aspects;

(d) Promoting, operating and maintaining the United Nations Register of Conventional Arms and the standardized instrument for reporting military expenditures;

(e) Providing substantive leadership and administrative support to the coordinating action on small arms mechanism with a view to ensuring that the United Nations system addresses the challenges posed by small arms and light weapons in a comprehensive, coordinated and coherent fashion;

(f) Monitoring and analysing current and future trends in the area of conventional arms, including small arms and light weapons, and practical disarmament measures;

(g) Developing and maintaining relevant databases on the various aspects of conventional arms control and practical disarmament;

(h) Preparing political assessments, research papers, compilations, background materials, briefs and statements for the Secretary-General on the subject of conventional arms, including small arms and light weapons, and practical disarmament measures;

(i) Monitoring trends in military expenditures and contributing to the strengthening of the standardized system for the annual reporting of such expenditures by Governments, and monitoring trends in issues relating to disarmament and development, as well as to conversion;

(j) Providing assistance and substantive support to advisory missions, at the request of Member States, on issues relating to small arms and light weapons and on measures of practical disarmament;

(k) Cooperating, as requested, with the Department of Peacekeeping Operations and other relevant United Nations offices in the implementation of mandates pertaining to the disarmament, demobilization and reintegration components of United Nations peacekeeping operations.

Section 10
Monitoring, Database and Information Branch

10.1 The Monitoring, Database and Information Branch is headed by a Chief who is accountable to the Under-Secretary-General through the Director and Deputy to the Under-Secretary-General.

10.2 The core functions of the Branch are as follows:

(a) Monitoring developments and trends in the field of disarmament and disseminating to Member States and the international community objective information on disarmament and international security matters through publications, in particular the *United Nations Disarmament Yearbook*, and other outreach activities;

(b) Designing, developing, coordinating and managing the Department's databases and resource sites on disarmament issues;

(c) Preparing political assessments, research papers, compilations, background materials, briefs and statements for the Secretary-General;

(d) Providing substantive and administrative support to the Secretary-General's Advisory Board on Disarmament Matters;

(e) Coordinating with the United Nations Institute for Disarmament Research;

(f) Interacting with the diplomatic and academic communities, research institutes, specialized non-governmental organizations and the public through publications issued by the Department and through electronic media, including developing and maintaining specialized web pages;

(g) Further developing, operating and maintaining the United Nations Disarmament Information System;

(h) Developing, implementing and managing disarmament and non-proliferation education projects, and following up on the recommendations of the United Nations study on disarmament and non-proliferation education, including the convening of the inter-agency task force on disarmament and non-proliferation education;

(i) Operating and maintaining a reference library, in print and electronic form, of documentation and publications relating to disarmament and international security, as well as of specialized literature on armaments and disarmament, for use by permanent missions, delegations to the First Committee of the General Assembly and the United Nations Disarmament Commission, academic institutions, non-governmental organizations and the general public;

(j) Undertaking other outreach activities, such as public speaking and electronic conferencing, to disseminate objective information on disarmament matters.

Section 11
Regional Disarmament Branch

11.1 The Regional Disarmament Branch is headed by a Chief who is accountable to the Under-Secretary-General through the Director and Deputy to the Under-Secretary-General. The Branch comprises:

(a) The Regional Activities Unit in New York;

(b) The Regional Centre for Peace and Disarmament in Africa;

(c) The Regional Centre for Peace and Disarmament in Asia and the Pacific;

(d) The Regional Centre for Peace, Disarmament and Development in Latin America and the Caribbean.

11.2 Each Centre is headed by a Director who is accountable to the Under-Secretary-General and reports to the Director and Deputy to the Under-Secretary-General through the Chief of the Branch.

11.3 The core functions of the Branch are as follows:

(a) Promoting and supporting regional approaches to disarmament and security;

(b) Promoting, facilitating and strengthening regional cooperation among States and regional and subregional organizations and arrangements, and facilitating the coordination of efforts in matters related to confidence-building measures, disarmament, peace and security;

(c) Providing substantive and other support, as appropriate, including advisory services, to regional initiatives by Member States and to regional and subregional organizations and other arrangements in order to promote and implement disarmament measures;

(d) Enhancing the capacity and expertise of Member States, as well as regional organizations and other arrangements in the field of disarmament and international security in the regional context;

(e) Making available and disseminating, as appropriate, to regional and subregional organizations and other arrangements, relevant information and documentation in the field of disarmament, peace and security, including through databases and web sites;

(f) Monitoring and analysing current and future trends in the areas of arms control and disarmament at the regional level;

(g) Overseeing and coordinating the activities and operations of the United Nations regional centres for peace and disarmament;

(h) Providing political assessments, research papers, compilations, background materials, briefs and statements for the Secretary-General on current and emerging issues, trends and challenges, in the area of regional disarmament;

(i) Serving as the focal point, in New York, for landmines issues;

(j) Providing substantive, organizational and administrative support to the United Nations Standing Advisory Committee on Security Questions in Central Africa;

(k) Cooperating with relevant departments and United Nations agencies, funds and programmes in the areas of regional disarmament and security;

(l) Serving as the departmental focal point for gender-related issues.

Section 12
Final provision

12.1 The present bulletin shall enter into force on 1 September 2004.

12.2 The Secretary-General's bulletin ST/SGB/1998/10 of 20 May 1998, entitled "Organization of the Department for Disarmament Affairs", is hereby abolished.

(*Signed*) Kofi A. **Annan**
Secretary-General

United Nations ST/SGB/2004/13

Secretariat

24 September 2004

Secretary-General's bulletin

Personal status for purposes of United Nations entitlements

1. The practice of the Organization when determining the personal status of staff members for the purpose of entitlements under the Staff Regulations and Rules has been done, and will continue to be done, by reference to the law of nationality of the staff member concerned. When a staff member has more than one nationality, and in accordance with applicable rules, the Organization recognizes the nationality of the State with which the staff member is most closely associated.

2. Requests relating to the determination of the personal status of staff members in connection with their entitlements will be submitted by the Secretariat for verification by the Permanent Mission to the United Nations of the country of nationality of the staff member concerned. Once the Mission has verified that the status in question is legally recognized under the law of that country for the purposes of granting benefits and entitlements, the Secretariat will take action in accordance with that verification.

3. Secretary-General's bulletin ST/SGB/2004/4 is hereby abolished.

4. The present bulletin shall enter into force on 1 October 2004.

(*Signed*) Kofi A. **Annan**
Secretary-General

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